

Seattle Lease Cleanup Guidance

Clean-up Guidance

What is meant by *clean-up*?

A clean-up is an opportunity to reduce the amount of paper, unneeded supplies, and unwanted personal items in your cubicles and office areas. Paper should be retired to the Federal Records Center, shredded, or recycled as appropriate (see [Records Guidance](#)). During a clean-up, you should take time to identify any unnecessary furniture or equipment. Many items other than paper and equipment, such as office supplies and electronics can be recycled or donated. See the [Reuse/Recycling Guidance](#) for instructions on handling these items day-to-day and during Clean-up events. A clean-up gives you a chance to roll up your sleeves and clear out all the stuff you no longer need.

What should be cleaned up in a clean-up?

- **Records.** Can you distinguish between a record and a non-record? No? Please consult the

table below. Still don't know? Ask your [Records Coordinator](#) or contact **Joyce Aoyama, Regional Records Manager (553-2595)** ([also see R10 Records Management web site](#)).

- **Supplies.** Do you need multiple staplers, scissors, or boxes of paperclips? Instead of tossing excess

supplies, please recycle them so they can be used by others. Send your excess supplies to the mail room.

- **Personal Belongings.** Take this opportunity to clean out old toys, decorations, and other personal items.
- **Food.** Check expiration dates -- old food, toss. It has to go sometime.
- **Storage Room(s).** Please take the time to clean out any storage areas in cubicles and office areas.

Who picks up the paper, supplies, and personal belongings?

- **Supplies.** Boxes for supplies will be placed in each Unit by Mail Room personnel. Everything will go to the Mail Room.
- **Personal Belongings.** Personal items should be taken home or donated for others to enjoy. Boxes will be located in your Unit for these items, and taken to the 14th Floor Lunchroom and made available to all before being donated or disposed of. Please toss broken items.
- **Paper.** EPA has a number of rolling 32 gallon bins that can be placed in your unit or cube for recycling paper. When full, let the Service Center know and they will make arrangements to have it taken away and replaced with an empty bin. If you have room and need a large canvas cart for larger quantities of paper, please let **Mike Wells (553-4252)** know where you would like the cart delivered. These carts will also be placed in the elevator lobbies by the Service Center during the day your Unit is doing its Cleanup.

- **Shredding.** The Region now has a permanent collection of 32-gallon shred bins. They are located on each floor. Please look at the attachment for more information. Shredding takes place on the first Tuesday of each Month.



[Shred Bin Locations.docx](#)

- An EPA staff person is required to witness the destruction of documents. Please call **Mike Wells, Region 10 Records Liaison Officer (553-4252)**, with questions about this requirement. Destruction of documents will occur on-site and takes approximately 3 minutes per shredding container. If the documents to be destroyed are records, please consult the appropriate records schedule to confirm that the records are eligible for destruction. An [EPA Region 10 In-House Records Destruction](#) form (see Records Cleanup Days, next to last bullet) must be filled out and submitted to **Joyce Aoyama (553-2595), Regional Records Manager**, before any records can be destroyed.

What are the Health and Safety Considerations for clean-up work?

- To avoid back injury, lift light loads and do not make sudden movements. More trips with lighter loads are better than one overburdened trip.
- Don't stand in the doorway, don't block up the hall. All routes of exit must be kept clear for emergency use.
- Do not block or cover fire valves, extinguishers, or pull stations.
- Do not stack any items within 18 inches of the ceiling sprinklers.

What do I do with extra or unclaimed computer equipment? Filing cabinets? Bookcases? Furniture? Other personal property?

Natech has conducted a full inventory of all furniture items (except existing modular) and has tagged each item with a tracking number. If you have any of these items and no longer want them, please notify your office managers so they can make the items available to others in your program. If a non-PC related item is no longer needed by your program, please send a message to **R10-Support Services** to have it removed. Items will either be reused within the Region or go through the "Excess" process. If you have a PC related item that is no longer needed, please work with your [PC coordinator](#) to deal with that item.

What is a record?

• is Created in the course of business	• Personal papers not related to EPA business

Examples: *correspondence, agreements, studies*

- **is Received for action**

Examples: *FOIA requests, controlled correspondence*

- **Documents EPA activities and actions**

Examples: *calendars, meeting minutes, project reports*

- **is Mandated by statutes or regulations**

Examples: *administrative records, dockets*

- **Supports financial obligations or legal claims**

Examples: *grants, contracts, litigation case files*

- **Communicates EPA requirements**

Examples: *guidance documents, policies, procedures*

- **Can exist in any format or medium**

Examples: *paper, electronic including e-mail, photos, videos, maps, sound recordings, posters, slides*

Examples: *soccer schedule, PTA roster*

- **Reference materials**

Examples: *vendor catalogs, phone books, technical journals*

- **Convenience copies**

Examples: *duplicate copies of correspondence, directives of EPA publications*

- **Draft documents***

Examples: *drafts with no substantive revisions or comments*

- **Working papers***

Examples: *rough notes, calculations*

*** Unless needed to support a decision trail or required in the records schedule.**

Note: A record is defined more broadly under the Freedom of Information Act (FOIA, [5 USC Section 552](#)) and includes documents not covered under the Federal Records Act (FRA, [44 USC Chapt. 31](#)). Any Agency document may be requested under FOIA and must be maintained as long as there is a pending request, appeal or legal proceeding, even if the record has reached the end of its legal retention period under the FRA.